

# Advanced Acquisition Strategy

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## Scope

Acquisition involves the development of a project strategy *Project Delivery Acquisition Strategy [PROC1020]*, D/L/C strategy (this process) and a Regional strategy *Regional Advanced Acquisition Strategy [PROC1025]*.

Advanced Acquisition Planning is done to:

Ensure acquisition tools are available to execute necessary contracting actions in support of Project Delivery Teams

Provide coordination and decision making at a District level to meet acquisition goals

Provide oversight of the entire acquisition process

This process covers the review of all upcoming contracting activities through acquisition planning (Advanced Acquisition Planning Board, AAPB) This process covers all contracts – construction, architect-engineer, and service & supply contracts – when they are anticipated to exceed the simplified acquisition threshold.

## Policy

EFARS 7-1 [<http://www.hq.usace.army.mil/cepr/efars/part07.pdf>]

ER 5-1-11 [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

July 1999 letter from Chief of Engineers

## Responsibility

The Chief of Contracting Division is responsible for:

- Establishing an Advanced Acquisition Planning Board (AAPB).
- Publishing results of the AAPB meetings.
- Notifying the Project Manager (PM) of any changes to the acquisition plan, to ensure that other project commitments will not be compromised and providing any project - specific recommendations.

☐ The Advanced Acquisition Planning Board (AAPB) is responsible for:

- ~~Identifying projects that require a formal acquisition plan due to regulatory requirements, complexity, or unique nature of the project.~~
- ~~Notifying the Project Manager (PM) of any changes to the acquisition plan, to ensure that other project commitments will not be compromised.~~
- Provide coordination and oversight of the acquisition strategy process.
- Reviewing goals for meeting acquisition targets set at MSCs, ~~such as Small Business.~~

The Project Manager (PM) is responsible for:

- Overall project coordination in connection with acquisition strategy and changes.
- Ensuring accurate project acquisition information is maintained in P2.
- Customer coordination.
- POC Point of Contact interaction with the AAPB.

The Commander is responsible for ~~resolution addressing unresolved~~ customer concerns.

The Contracting Officer is responsible for:

- Documenting and approving changes to individual project acquisition strategies
- Notifying PDT of acquisition decision.

## Distribution

Advanced Acquisition Planning Board (AAPB)\*

Chief of Contracting Division\*

Commander\*

Contracting Division\*

Project Manager (PM)\*

Project Delivery Team (PDT)

## Ownership

The ~~BP/P2 Program Office~~Configuration Management Board is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

## System References

PMP Development[PROC1012]

PMP/PgMP Content[REF1018].

Project Delivery Acquisition Strategy[PROC1020]

Project Execution and Control[PROC1017]

Regional Advanced Acquisition Strategy[PROC1025]

## Activity Preface

This process is performed at least semi-annually, on or about 1 October and 1 April. This does not preclude Districts from holding meetings as often as needed, such as a request from a PDT member or a change in overall Command Acquisition Strategy (major new projects identified).

Acquisition planning is the strategy by which the procurement decisions are coordinated and integrated to manage the execution of projects using data from P2 entered during the Project Delivery Acquisition Strategy[PROC1020]. This review will provide a flexible and effective look at contract needs, such as market research, types, methods, capacity, customer preferences, and the ability of small business firms to compete for contracts. This review will identify the optimal procurement method. This review informs the Project Delivery Team (PDT) ~~and involved organizations, including which includes~~ the customer, of challenges and changes prior to contract solicitations. The Advanced Acquisition Planning Board (AAPB) should look at overall results – trends, needs, etc. This process covers the Current Fiscal Year (CFY), Budget Year (BY), and Budget Year+1 (BY+1). This process, in addition to providing adequate D/L/C acquisition planning, will also ensure is to provide data to adequate data is available for the Regional Advanced Acquisition Strategy[PROC1025], initiated for use by the Regional Business Centers via the RMB.

At the end of this process, if you have an approved PMP, you will go to Project Execution and Control[PROC1017]; if not, you will return to PMP Development[PROC1012].

### Chief of Contracting Division

1. ~~Activate Advanced Acquisition Planning Board.~~
2. Convene ~~semiannual~~ meetings of the Advanced Acquisition Planning Board.

At a minimum, Semiannual meetings ~~are to will~~ be held in sufficient time for approval of the AAP ~~on or about by~~ 1 October and 1 April of each year.

3. Chair each ~~semiannual~~ meeting.

## **Chief of Contracting Division, Project Manager (PM)**

4. Verify Advanced Acquisition Plan (AAP).

The Advanced Acquisition Plan (AAP), an automated report from P2, will periodically be revised as program or project changes become known (e.g., project design is deferred to an outyear or cancelled, current working estimate (CWE) ~~becomes critical~~ vs. programmed amount (PA), becomes critical, project is not authorized or funded for construction, etc.)

~~The Advanced Acquisition Planning Worksheets must be completed prior to biannual meetings of the AAPB. (These are under development)~~

## **Advanced Acquisition Planning Board (AAPB)**

5. Utilize AAP reports from P2 to evaluate projects' conformity with SBA 8(a), Hub Zone Set-Aside, or other set-aside small business program and contracting out percentages.

**If change in recommended project acquisition strategy, goto task #7. Otherwise, goto task #6.**

6. Prepare & forward project report for CFY, BY, & BY+1 to appropriate Commander ~~and~~, RMB and PM.

Refer to Regional Advanced Acquisition Strategy[PROC1025].

**Goto task #1.**

## **Project Manager (PM)**

- ~~7.~~ 7. Inform ~~customer~~ customer and remaining members of PDT of recommended acquisition actions.

The customer should be involved from the beginning as a member of the PDT.

8. Solicit comments from the customer and the remaining members of the PDT ~~customer~~.

~~The customer should be involved from the beginning as a member of the PDT.~~

9. ~~Resolve~~ Address any ~~customer~~ concerns, and report to AAPB.

**If concerns exist, goto task #10. Otherwise, goto task #14.**

## **Advanced Acquisition Planning Board (AAPB)**

10. Review all ~~customer~~ concerns.

If ~~concur with~~ customer concerns resolved, goto task #13. Otherwise, goto task #11.

11. Advise Commander of unresolved Customer concerns.

## Commander

12. Address unResolved d customer contracting issues with customer.

Agree with customer concerns, disagree with customer concerns, or refer back to PM for further detail/information.

## ~~Chief of Contracting Division~~Contracting Officer

13. Document and approve changes to individual project acquisition strategies.

If ~~Commander~~ Contracting Officer decides to change project acquisition strategy, goto task #14. Otherwise, goto task #1.

14. Notify PDT of acquisition decision.

## Project Manager (PM)

If you have an approved PMP, goto task #15. Otherwise goto task #16.

Once a PMP is approved, the project has moved from the Project Planning Phase to the Project Execution & Control Phase.

15. Refer to Project Execution and Control.

End of activity.

Goto *Project Execution and Control/PROC1017/*.

16. Refer to PMP Development.

end of activity.

Goto *PMP Development/PROC1012/*.

End of activity.

